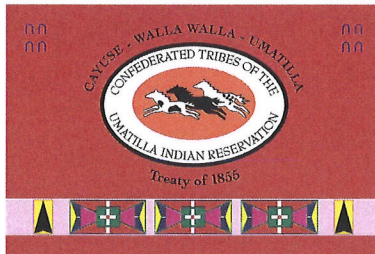


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Grant Clerk

**SALARY:** Pay Range: 6  
\$33,356.28 to \$40,000 Annual DOE/DOQ

**DEPARTMENT:** Office of Finance

**LOCATION:** Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation,

**EMPLOYMENT STATUS:** Full Time with benefits package  
Non-Exempt

**SUPERVISED BY:** Finance Services Manager

**OPENING DATE:** July 14, 2021

**CLOSING DATE:** Open until filled – First screening of complete applications packets  
Wednesday, August 4, 2021

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

This position for the Confederated Tribes of the Umatilla Indian Reservation is to perform general accounting functions, maintain accounting records and other related duties of the Tribal Office of Finance. This will be the primary person responsible for maintaining financial records for CTUIR Grants and Contracts. Work requires sound knowledge of accounting principles and procedures, general regulations of federal grants and contracts.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Assisting with compliance of federal financial regulations, grants and contracts pertaining to the daily operations of CTUIR.
2. Assist with analysis and posting of CTUIR budgets.
3. Assist in preparing monthly, quarterly and annual financial reports and submits them to appropriate Tribal management, private, State and Federal funding agencies.
4. Assist with monthly, quarterly and annual invoices and submit to the appropriate Tribal management, private, State and Federal funding agencies.
5. Assist outside auditors at year-end by preparing schedules, providing explanation of supporting materials and procedures, and preparing any other necessary data.
6. Assist with the analysis and reconciliation of general ledger accounts and the preparation of adjusting journal entries. Verify that subsidiary ledgers are in balance with control accounts on a regular basis.
7. Assist with the monthly and year-end closing of the books, review expenditures and distribute financial information to programs.
8. Assist in submitting financial reporting for grants and contracts.
9. Assist in preparing grant applications and grant tracking.
10. Creating grant files and updating grant status.
11. Ensure Tribal financial matters are kept confidential and not shared with unauthorized persons.
12. Review compliance with Tribal Fiscal Management Policies.
13. Other duties as assigned that relate to providing support for the Office of Finance.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS:

This person will have access to all sensitive areas of the department and program containing sensitive documentation and material such as Payroll, Purchasing, Accounts Payable and Accounts Receivable.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Bachelor's Degree, or higher, in Accounting, Finance, or Business Administration AND three (3) months post degree experience in accounting with preference given for experience: specializing in

federal compliance, closing of accounting and reporting cycles, and supporting both programmic and financial audits;

OR

Associates Degree, or higher, in Accounting, Finance, or Business Administration AND one (1) year post degree experience in accounting, specializing in federal compliance including closing of accounting and reporting cycles, and supporting both programmic and financial audits. In addition, must be enrolled and making satisfactory progress in achieving a Bachelor's Degree in Business and or Accounting. Must have math skills to perform detailed and accurate accounting calculations.

2. Must have experience working with general ledger and spreadsheet software packages.
3. Must be able to interpret and explain detailed and complex laws, regulations and financial data.
4. Must have good communication skills, both verbal and written.
5. Must possess the skill to compile and work accurately with large quantities of data.
6. Must possess the ability and willingness to assume responsibility for accuracy and timeliness over multiple work projects.
7. Individual must be organized and task orientated.
8. Must be able to maintain and practice strict confidentiality of financial information/records at all time
9. Knowledge and experience using Generally Accepted Accounting Principles (GAAP).
10. Must be able to work and communicate with a diverse group of people.
11. Knowledge and experience using computerized accounting software.
12. Must complete and authorize a Sensitive Position Background Check form to be considered for an interview. Applicants will be subject to a background investigation.
13. Must be able to practice and participate in a "Team Player" philosophy.
14. Must have a valid driver's license and must be insurable.

**PHYSICAL DEMANDS:**

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 20 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in

job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.



2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

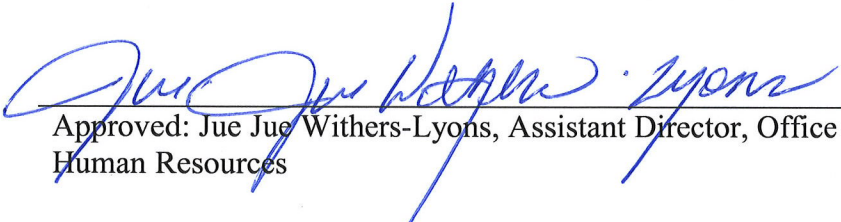
## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

7.14.2021  
Date

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## Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

